Maintaining a CERT Program

Step 4: Maintaining Records

Records maintenance is an important part of your CERT program. You may want to track:

- Marketing contacts.

- People who express interested in CERT.

- Current CERT members by teams.

- Completion of basic and advanced training.

- Instructors and training schedules.

- Administrative information and budget information.

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Setting up a good recordkeeping system early on—and keeping it current—will make the job easier.

Maintaining CERT Records

Maintaining records can be tedious, but without proper recordkeeping, you will quickly fall behind and lose track of your program. Some tips for maintaining records are included below:

- Identify your information needs and develop your forms from the start. Begin by identifying the potential information requests you will receive as a CERT coordinator. Then design your recordkeeping forms to meet your information needs before your program begins. Next, consider how you will track and organize the information you are collecting. And, finally design simple formats for reporting CERT accomplishments.

- Collect only the data you need. Some personal information, such as home telephone and Social Security Numbers are protected from release by the Privacy Act. Some States protect driver license numbers and other information. Release of protected information requires the consent of each individual. The safer approach to protecting information is to not collect it unless you really need it.

- Keep your database simple and backed up. Add information only as you need to. If your database is computerized, backup the database frequently. Keep these backup copies in a safe place (e.g., store the backups at a different location).

- Don't bury yourself in records. Don't maintain data you won't need or won't use. Think carefully about what you really want to record before developing your forms.

- Test the forms with your first class. Provide the forms to your first class to ensure that they record the information you need and work the way you want them to work.

- Set aside time for record maintenance. Don't let recordkeeping get ahead of you. Set aside time every day or every week to input data. Develop a plan for archiving or destroying old records.

- Be careful about sharing data. Sharing forms is one thing, but sharing personal data may be unlawful. As stated above, certain types of data, such as Social Security Numbers and home telephone numbers is covered under the Privacy Act and may not be released without the individual's permission. If you use a

computerized database, it should be password protected.

- Enlist some help. If you don't have an administrative assistant assigned to the program, try to enlist one of the CERT graduates to help you. CERT graduates are doing much more than response. In many communities, graduates are coordinating newsletter development, coordinating websites, maintaining equipment, and many other jobs. Why not recordkeeping?

CERT MEMBER PERSONAL INFORMATION

Title:	First Name:		MI:	Last Name:			ID #:
Address:		City:			State:		Zip:

Telephone Numbers:	Home:		Work:		Fax:	
	Pager:		Cell:			

Email Address:

CERT Type: (Check all that apply)

☐ CERT-NBH	☐ CERT-SCH	☐ CERT-FBO	☐ CERT-BUS	☐ CERT-GOV	☐ CERT-UN	☐ CERT-Y

Region Name:	Name of Sub-Division (neighborhood):

Team Affiliation	☐ Yes	☐ No	CERT Name:		Team #:
Reg. Complete	☐ Yes	☐ No	Waiver Signed	☐ Yes ☐ No	Team Leader	☐ Yes ☐ No

TRAINING COMPLETED

Basic CERT Course Completed	☐ Yes	☐ No	Date Course Completed:	
Certificate Issued	☐ Yes	☐ No	ID Issued ☐ Yes	☐ No
Date Basic Course 1:			Date Basic Course 2:	
Fire Supp. Completed	☐ Yes	☐ No	S&R Completed ☐ Yes	☐ No

Date Refresher Course # 1:	Date Cont. Ed. Course # 1:
Date Refresher Course # 2:	Date Cont. Ed. Course # 2:
Date Refresher Course # 3:	Date Cont. Ed. Course # 3:
Date Refresher Course # 4:	Date Cont. Ed. Course # 4:
Date Drill # 1:	Date Activation #1:
Date Drill # 2:	Date Activation #2:
Date Drill # 3:	Date Activation #3:

CERT INSTRUCTOR BACKGROUND QUESTIONNAIRE

NAME:

Address:	**Work Phone:**
	Home Phone:
	Fax:
Employer:	**Email Address: (if available)**

Place a check next to all areas that you have past experience.

- ☐ CERT Program
- ☐ Fire safety and fire suppression
- ☐ Hazardous materials safety
- ☐ Emergency medical triage & treatment
- ☐ Search & rescue techniques and markings

- ☐ Incident Command System (ICS) operations
- ☐ Disaster psychology
- ☐ Exercise controller
- ☐ Other: (List)

Please list your past training presentation experience.

Place a check next to all areas that you wish to be considered for.

- ☐ Lead Instructor
- ☐ Co-Instructor for:
  - ☐ Emergency Preparedness
  - ☐ Fire Safety/Hazardous Materials
  - ☐ Emergency Medical Operations

- ☐ Exercise Safety Officer
- ☐ Light Search and Rescue
- ☐ Disaster Psychology

Your Signature:	Date: